



Installation Support Services Catalog

SUPPORT SERVICES CATALOG



Proudly Serving Tomorrow's Army - Today

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Acknowledgements



COMMANDERS MESSAGE

Success in a highly competitive world requires focus and direction. This catalog is a guide, which is intended to provide you with the necessary tools for the focus and direction needed to complete the Support Agreement process.

The following information is provided to clarify a few points about interservice and intragovernmental installation support.

DoD Instruction 4000.19, 9 Aug 95 prescribe policy and procedure for interservice and intragovernmental support. The Army Reimbursable Policy, 19 May 95, provides financial guidance on reimbursement issues.

The installation provides a basic standard level of service on a non-reimbursable basis for all Army tenants and requires reimbursement for all levels of service that is customer/tenant unique or services that result in an increased cost to the installation. A cost identified in a support agreement is an "estimated" cost.

Funding adjustments that result in reductions to our standard level of service will be equitably applied to all tenants and host activities.

We are currently reviewing and updating agreements using our catalog's standard level of services. Each support agreement will be negotiated based on services requested and their costs.

"We continue to serve America's Military...The Best For The Best!"

A handwritten signature in dark ink, appearing to read 'W.D. Clingempeel', is positioned above the printed name. The signature is fluid and stylized, with a long horizontal stroke extending to the right.

WILLIAM D. CLINGEMPEEL
Colonel, SC
Commanding

PREFACE

Welcome to United States Army Garrison, Fort McPherson, Georgia. Our service catalog is designed to familiarize you, our customers, with available installation base support.

The services listed are the standard level base support services offered at the installation (Installation is Forts McPherson and Gillem). If an organization requires above standard level of support, or support that is different and unique from what is listed in this catalog, it should be negotiated through the Support Agreement Manager, with approval by the supporting Service Center Functional Area Managers.

Request for changes to this catalog may be made at anytime by the responsible functional managers through the Resource Management Service Center, Support Agreement Manager.



GENERAL INFORMATION

Customers who require support from USAG, Fort McPherson Installation may contact the Support Agreement Manager (SAM) to begin the support agreement process. Send request for support to:

USAG Fort McPherson
ATTN: AFZK-RM (Mrs. Wynkoop)
1386 Troop Row, SW
Fort McPherson, Georgia 30330-1069

Telephone: DSN 367-3030 **COMMERCIAL:** (404) 464-3030
FAX: (404)464-2556

E-Mail: wynkoopr@FORSCOM.army.mil

After reviewing this catalog, complete the Agreement Coordination Worksheet (page iv) and the Support Services Request Form (page vi) of the catalog. These two forms identify specific or special support requirements to ensure service availability at Fort McPherson. Your customer data will be used in drafting your support agreement and in determining annual estimated costs.

Once the SAM receives your requirements, a draft agreement will be developed based on requested services from the catalog. Only special or above standard level of support will require staffing with installation functional managers.

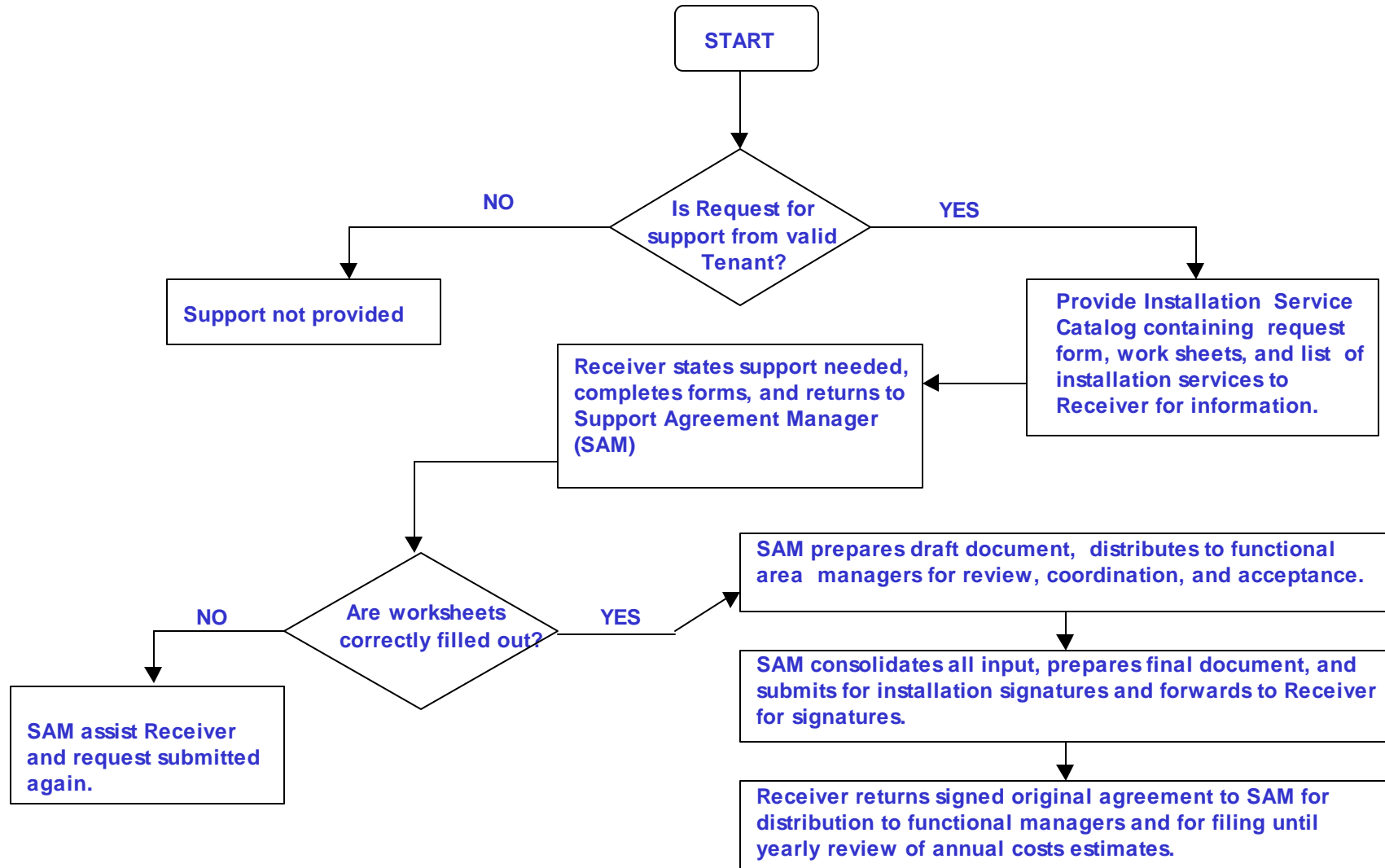
After all requirements are documented, a final copy of the DD FORM 1144, Support Agreement, will be forwarded to you for comptroller and approving authority signatures. Distribution of the signed agreement will be accomplished by the SAM to all supporting areas.

An annual update of reimbursement cost for services requested on the support agreement is provided on the Cost Summary Sheet.

The annual Population Profile Resource Data Form (page xv) provides input for the Army Stationing & Installation Plan (ASIP) and the Economic Impact Report. The Population Profile is completed each fiscal year by 1 NOV and returned to the above address.

This catalog will be located on the McPherson Intranet after 30 Sep 99, for your convenience. Changes to services will be made as they are received from the suppliers and posted on the catalog change page.

SUPPORT AGREEMENT PROCESS



<u>Agreement Coordination Worksheet</u> (Receiver Data)			
1. Unit/Organization Name 100TH WEATHER	2. Point of Contact (Name and Rank/Grade) COL: Blue Cloud	3. Office Symbol AF-RAIN	Major Command MIXMALL AFB UIC Code: WTORNADO
5. Unit Physical Address:		6. Unit Billing Address:	
a. Name and Address: 100th WEATHER 2020 RAIN STREET FORT MCHPERSON, GA 30330-0000		a. Name and Address: 100TH WEATHER COMMAND 1300 CYCLONE STREET MAXMILL AIR FORCE BASE, CA 57829-0000	
b. Phone: DSN: 100-4535 COMM: (999)555-4555		b. Phone: DSN: 001-7362 COMM: (777)555-7362	
c. Fax: DSN: 100-4444 COMM: (999)555-1111		c. Fax: DSN: 001-222 COMM: (777)555-6273	
d. Email Address: CLOUDB@forscom.ARMY.MIL		d. Email Address: STORMYC@MIXMALL.AIR FORCE.MIL	
7. Authorized Personnel Strength			
a. <u>Active Duty Military</u> Officers: 6 WO: 1 Enlisted: 27		b. <u>Civilians</u> DoD Civilians: 5	
c. <u>Other Military</u> : (Weekenders) Officers: 2 WO: 1 Enlisted: 10		Non-DoD Civilians: NAF: 0 Contractors: 1 Others: 2 DA Interns, 1 Student	
8. Facilities Data: (list <u>all</u> buildings occupied by your unit in the space provided below)			
Bldg # S-23	Square Footage 1500	Bldg # T-56	Square Footage 927
9. Unit Mission Statement: (Unclassified): To provide timely weather information to commands located in the Atlanta, GA area and within a 100 mile radius.			
10. Identify in general terms the support you require from the installation			
Telephone Service		Utilities	
Refuse Pick up		Civilian Personnel Support	
IG Support			
JAG Support			
Military Personnel Support			
Current As Of: 5/99 RETURN TO: USAG Fort McPherson, AFZK-RM-B (Support Agreement Manager) 1386 Troop Row, S.W., Fort McPherson, GA 30330-1069			

<u>Agreement Coordination Worksheet</u> (Receiver Data)					
1. Unit/Organization Name Unit UIC		2. Point of Contact (Name and Rank/Grade)		3. Office Symbol	4. MACOM UIC:
5. Unit Physical Address:			6. Unit Billing Address:		
a. Name and Address: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			a. Name and Address: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
b. Phone: DSN: ____-____ COMM: (____) ____-____			b. Phone: DSN: ____-____ COMM: (____) ____-____		
c. Fax: DSN: ____-____ COMM: (____) ____-____			c. Fax: DSN: ____-____ COMM: (____) ____-____		
d. Email Address: _____@_____			d. Email Address: _____@_____		
7. Authorized Personnel Strength					
a. <u>Active Duty Military:</u> Officers: WO: Enlisted:			b. <u>Civilians:</u> DoD Civilians:		
c. <u>Other Military:</u> Officers: WO: Enlisted:			<u>Non-DoD Civilians:</u> NAF: Contractors: Others:		
8. Facilities Data: (list <u>all</u> buildings occupied by your unit in the space provided below)					
Bldg #	Square Footage	Bldg #	Square Footage	Bldg #	Square Footage
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
9. Unit Mission Statement: (Unclassified): <div style="border: 1px solid black; height: 80px; width: 100%;"></div>					
10. Identify in general terms the support you require from the installation: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					
Current As Of: _____ RETURN TO: USAG Fort McPherson, AFZK-RM-B (Support Agreement Manager) 1386 Troop Row, SW Fort McPherson, GA 30330-1069					

SUPPORT SERVICES REQUEST FORM

Unit/Activity (Receiver of Requested Services): 100th WEATHER

Point of Contact (Name and Rank/Grade) COL Blue Cloud

Telephone # (999) 555-4555

Request Date 25 May 99

<u>Support Categories</u>	<u>Standard</u> X	<u>Tailored</u> X	<u>Standard Categories</u>	<u>Standard</u> X	<u>Tailored</u> X
Audio/Visual Info Services			Public Affairs		
Chapel & Chaplain Services			Refuse Collection & Disposal	XXX	
Civilian Personnel Services	XXX		Resource Management		
Clubs			Safety		
Common Use Facility Ops, Maint, Repair, & Construction			Security Services		
Community Recreation Services			Soldier & Family Support		
Custodial Services			Supply Services		
Disaster(Emergency) Preparedness			Training Services		
Entomology Services			Transportation Services		
Environmental Cleanup			Utilities	XXX	
Environment Compliance			Weather		
Equal Employment Opportunities					
Equal Opportunity			Other Support Services:		
Equipment Maint, Repair & Calibration			Inspector General		
Explosive Ordnance Support			Service Schools		
Facility Construction & Major Repair			HQ Command		
Facility Maintenance & Repair					
Fire Protection & Emergency Service			**DCSC4 SERVICES:		
Housing & Lodging Services					
Installation Retention Support			**Administrative Services		
Legal Services	XXX		**Automation Services		
Military Personnel Services			**Communication Services		XXX
Military Personnel Support	XXX		**Mail Services		
Mortuary Services					
Police Services					

Remarks:
 Would like to meet to negotiate services during the first week in June. Please contact me at (999) 555-4555.

COL Cloud

Note: Reimbursements, if any, will be determined by DODI 4000.19, Army Reimbursement Policy, and Installation Commander

**** DCSC 4 Services are included on Installation Support Agreements as a courtesy. For cost and standard /tailored level of services information call DCSC4 POC, Ms. Foster, at (404) 464-6665 (Communication/Admin/Mail) or Ms. Guadalupe at (404) 464-7041 (Automation).**

<u>Supplier Representative Signature:</u>	<u>Date:</u>	<u>Receiver Representative Signature:</u>	<u>Date:</u>
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SUPPORT SERVICES REQUEST FORM

Unit/Activity (Receiver of Requested Services):

Point of Contact (Name and Rank/Grade)

Telephone # _____

Request Date _____

<u>Support Categories</u>	<u>Standard X</u>	<u>Tailored X</u>	<u>Standard Categories</u>	<u>Standard X</u>	<u>Tailored X</u>
Audio/Visual Info Services			Public Affairs		
Chapel & Chaplain Services			Refuse Collection & Disposal		
Civilian Personnel Services			Resource Management		
Clubs			Safety		
Common Use Facility Ops, Maint, Repair, & Construction			Security Services		
Community Recreation Services			Soldier & Family Support		
Custodial Services			Supply Services		
Disaster(Emergency) Preparedness			Training Services		
Entomology Services			Transportation Services		
Environmental Cleanup			Utilities		
Environment Compliance			Weather		
Equal Employment Opportunities					
Equal Opportunity			Other Support Services:		
Equipment Maint, Repair & Calibration			Inspector General		
Explosive Ordnance Support			Service Schools		
Facility Construction & Major Repair					
Facility Maintenance & Repair					
Fire Protection & Emergency Service			**DCSC4 SERVICES:		
Housing & Lodging Services					
Installation Retention Support			**Administrative Services		
Legal Services			**Automation Services		
Military Personnel Services			**Communication Services		
Military Personnel Support			**Mail Services		
Mortuary Services					
Police Services					

Remarks:

Note: Reimbursements, if any, will be determined by DODI 4000.19, Army Reimbursement Policy, and Installation Commander

** DCSC 4 Services are included on Installation Support Agreements as a courtesy. For cost and standard /tailored level of services information call DCSC4 POC, Ms. Foster, at (404) 464-6665 (Communication/Admin/Mail) or Ms. Guadalupe at (404) 464-7041, (Automation).

Supplier Representative Signature:

Date:

Receiver Representative Signature:

Date:

MEMORANDUMS
Memorandum of Understanding and Agreement

Memorandum of Agreement (MOA) Memorandums that define general areas of conditional agreement between two or more parties. What one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials). MOAs that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support.

Memorandum of Understanding (MOU) Memorandums that define general areas of understanding between two or more parties. MOUs explain what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from the receiver).

Uses. Use a MOU or MOA to document mutually agreed to statements of: Facts, Intentions, Procedures, Limits of Future Actions (either or both will take), Present or Future Coordination, and Present or Future Commitments..

Format. The bold topics below are the recommended format topics to use when an MOU or MOA is required.

Heading. Prepare the MOU or MOA on the letterhead stationery of the providing agency. This provision may be altered to meet internal or special requirement of the parties involved in the agreement. Center the title MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT on the second line below the seal. Type the word BETWEEN, also centered on the line immediately following the word BETWEEN. The requirement for centering may be altered when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.

Subject. Type the SUBJECT: at the left margin or on the second line below the last line of the agreeing agencies' titles.

Text. Begin the first line of the TEXT at the left margin on the third line below the last line of the subject. The basic text will contain, but is not limited to the following six categories:

Text Categories:

Purpose. The paragraph defines or states, in as few words as possible, the purpose of the agreement.

Reference. List the references that are directly related to the agreement.

Problem. Present a clear, concise statement of the problem, to include the brief background.

Scope. Add a concise statement specifying the area of the agreement.

Understanding, Agreements, Support, and Resources. List the understandings, agreements, support, and resource needs and responsibilities of and between each of the parties or agencies involved in the agreement.

Effective date. Enter the date the agreement will become effective.

Paragraph Numbering. Paragraph numbering and indentations are the same as for the general use memorandums.

Signature Blocks. Signature blocks on MOUs and MOAs are unique in that signature blocks of both the agreeing parties appear on the same line. Use command lines on MOUs or MOAs as needed. Type signature blocks on the fifth line following the last line of the text or command line, which ever is lower. Precede all signature blocks by overscoring as shown on name, rank, branch, and title for military personnel. Include the date that each official signs. Place the signature of the senior official on the right. When in doubt as to the seniority, use the signature of the official whose organization is the same as the letterhead.

Note. Examples may be found in AR 25-50, Preparing and Managing Correspondence, page 35. If further assistance or examples are needed contact the Support Agreement Manager at (404) 464-3030.



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